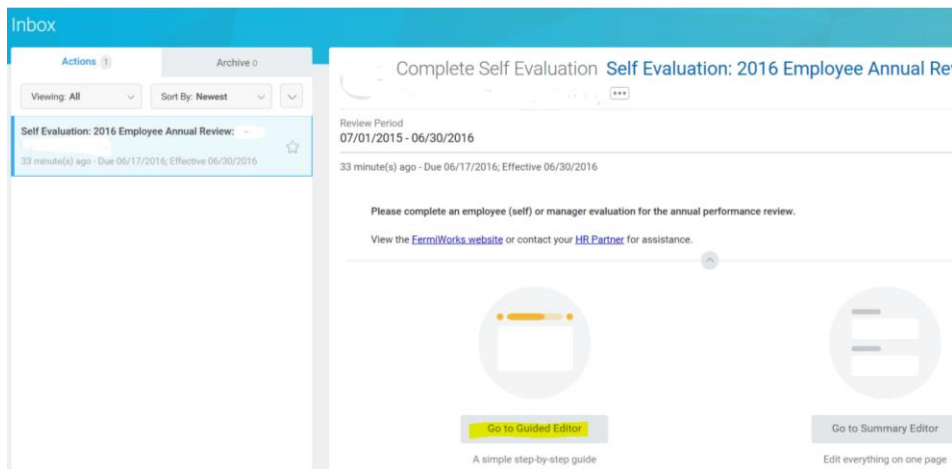# FermiWorks
## Complete Your Self Evaluation
### last updated 06.13.2016

Open your FermiWorks Inbox.  Click the **Self Evaluation:  2016 Employee Annual Review** Action.

Click **Go to Guided Editor.**  Click **Next** as you complete each review section.

Click the ⬈ icon on the top right of the screen to view in full screen mode.



➕ **Goals: Ongoing Job/Project Based Responsibilities:**

Update the following fields for each goal/ongoing job responsibility:

➕ **Status**  - Choose a status.  Most goals will be "in progress" or "complete."
➕ **Completion Date**.  This field only displays if the status is marked complete.
➕ **Comment** – Enter details about your accomplishments toward completing this goal.
➕ **Employee Evaluation** rating is *optional*.  Click on the link in the help text at the top of the screen for rating definitions.

# FermiWorks
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Note: if the goal/ongoing job responsibility was included in the prior review, your self-evaluation comments from the prior year will carry over.  You may edit or delete the previous comments.

If a current goal did not load into the review, click **Add** at the bottom of the goals section.

Check the **Use Existing Goals** checkbox.  Click the prompt and **All Valid Goals for Selection**.



Double click the goal to pull in.  Only one goal can be pulled in at a time. Enter a status, completion date (if applicable), comment and self-rating (optional).

If you need to add a goal that was discussed, but not entered into FermiWorks, click **Add** at the bottom of the goals section.  Enter a goal title, detailed description, category, due date, status, completion date (if applicable), comment and self-rating (optional).

### ⬇ Core Competencies

You may enter a rating and comments.  Core competencies are considered into your overall rating.

### ⬇ Management Competencies (For Managers Only)

You may enter a rating and comments.  Management competencies are considered into your overall rating.  Note: this section is only included for those who manage an organization within FermiWorks.

### ⬇ Supporting Documents

Click **Add** to attach any documents such as a publication list or updated curriculum vitae.  This step is optional and does not receive a rating.

### ⬇ Additional Accomplishments

Click **Add** to include additional accomplishments not part of your formal goals.  This step is optional and does not receive a rating.

FermiWorks
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### Career Development

Click **Add** to express interest in career development opportunities.  This step is optional and does not receive a rating.

Note: if a development plan item was included in the prior review, your comments from the prior year will carryover. You may edit or delete your previous comments and should note any progress.

### Feedback

Any feedback received in FermiWorks during this review period will appear in this section, but will **not** be part of the finalized printable review.  **This step is optional and may be blank.**

You can request feedback outside of the review form by typing **Get Feedback** in the search bar, clicking on the Performance worklet on the FermiWorks home page and click **Get Feedback on Self** or clicking on the Personal Profile/Feedback tab to **Get Feedback on Self**.

Note: any feedback received will appear in "real time" in the manager evaluation and also on your Personal Profile/Feedback tab.

### Overall Rating

Optional step to enter an overall rating and/or comments.

### Summary

Scroll down to confirm all section entries on the Summary page.  Click "Guide Me" to make edits to a particular section.  Choose a button at the bottom of the page as described below:
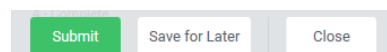
| Button | Action | Comment |
|---|---|---|
| **Submit** | The evaluation is complete and will be sent to your manager for review. | You will not be able to make edits unless your manager "sends back" the review to your FermiWorks inbox. |
| **Save for Later** | Complete the evaluation at a later time. | The evaluation remains in your FermiWorks Inbox. |
| **Close** | You can return to the complete the evaluation at a later time. | Your entries will be saved. |